



# CEPAC

## APPROVED MINUTES

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**January 16, 2003**

**Call to Order:** Chair Russ Cherry called the meeting to order at 7:07 p.m.

**Attendance: Present:** Teresa Chaves; Russ Cherry; Annell Spencer; Donna Wynne; Bill Dale; Robert Finnie; John Pilger; Tim Howard; Brian Shreve.

Liaison: Patricia Dixon

Staff: Americo Silvi, George Washburn, Bill Weisgerber, Terry Medina

**Absent:** Dave Harman (excused)

**Guests:** Friedell Barnes

### **Pledge of Allegiance**

**Minutes:** Minutes from the September meeting were approved.

**Citizen's Forum:** Friedell Barnes distributed documents to members and asked for their signature. Russ Cherry stated that all documents presented to the Committee for signature will first need to be reviewed by the City Attorney.

### **Announcements and Correspondence:**

1. ARES/RACES & MARES Open House – January 18, 10 AM to 3 PM, Fire Station 1
2. B/C Silvi made the following announcements:
  - a. EcoPass is available to CEPAC members.
  - b. Transportation Survey form were distributed to all City employees.
  - c. Invitation to SAFE Team Members' Recognition event.
3. Vice Mayor Dixon announced that she is now the City representative to the Santa Clara County Emergency Preparedness Council. She also explained the status of the different grants (FEMA Supplemental Grant, DOJ Grant, Cert. Pgm. Grant, Gov. Serve Pgm.).
4. Russ Cherry announced the CERT Program for the "Train the Trainer" Program.

**Agenda:** Approved

### **Staff Reports:**

1. Emergency Public Information Integration Project: ESC Washburn reported that the siren systems and Teleminder will be integrated. The Teleminder will also be used for callback of EOC Staff. The next meeting on this project will be to discuss roll-up tasks, the timetable for the Public Awareness Campaign, and training for internal/external use.

2. Updates – B/C Silvi:

- a. There are now four (4) SAFE teams, with the last graduation being held in November 2002 (Reflections). Potential teams will be in Sunnyhills and Terrace Gardens (a curriculum tailored for them needs to be developed). There is still the need for more coverage in the City's northern part.
  - b. \$45,000 of the CERT grant money will be utilized to "train the trainer." He will keep the Committee updated as more information becomes available.
  - c. The Volunteer Center will be used as an information referral center, and as a supplemental resource. Russ Cherry suggested using Spring Valley Fire Department possibly as a base.
  - d. CEPAC/MUSC Evacuation Exercise ID and site access procedure – discussed at an earlier Subcommittee meeting. It has been reviewed and implemented by Milpitas PD.
  - e. Copies of the proposal for the PG&E/PUC gas shut-off project were distributed. Russ Cherry and Tim Howard will be going to San Francisco to pursue the issue.
3. ESC Washburn reported that the old Incident Command Van has been re-commissioned as the OES Communications Van, and will be used as a field communications post and public education tool. It will also be available for some ARES/RACES and SAFE activities. It is registered with County OES as a mutual aid resource.

**Old Business:**

1. CEPAC brochure – currently on hold.
2. Brian Shreve reported on the MUSD radio project. Fifty radios/batteries/charges delivered; awaiting title transfer document from the City Attorney. The base station radios have been released to the School District and installation has been completed. Brian also discussed the intent and process of using the radios, and site-to-site communication.
3. By-Laws – Vice Mayor Dixon reported that the City Clerk still has them.

**New Business:**

1. Terry Medina, the City's Deputy Information Services Director, made a comprehensive presentation on the Information Services Disaster Recovery and Continuity Plan. He explained the network system, speed, performance, and back-up mechanism. He also reported that the City currently has 40 servers, and I.S. is working towards the consolidation of equipment in just one site, which is the Police Department building.
2. ESC Washburn explained the CRIB and Care & Shelter supplies placement and security considerations. Several concerns were also discussed. Committee members were asked to come back with inputs and submit them to B/C Silvi or ESC Washburn. A Subcommittee composed of Tim Howard, John Pilger and Annell Spencer was formed to work on this project.

**Adjournment:** Meeting was adjourned at 8:58 p.m.

**Next meeting:** March 20, 7:00 p.m., City Hall Committee Room